

**TOWN OF YAMPA
REGULAR MEETING MINUTES
SEPTEMBER 1, 2021
7:00 P.M.**

Town Board Meetings are now in-person and virtual. Please attend as you feel comfortable.
Town of Yampa Town Board - Regular Meeting
Wed, Sep 1, 2021 7:00 PM (MDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/945098261>

You can also dial in using your phone.

United States (Toll Free): [1 877 309 2073](tel:18773092073)

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Access Code: 945-098-261

BOARD MEMBERS PRESENT: Mayor Jeff Drust, Mayor Pro-Tem Mike Lewis, Trustee Stacey Geilert, Trustee Michael Geanious, and Trustee Crystal McLaughlin
BOARD MEMBERS ABSENT: None
EMPLOYEES PRESENT: Town Clerk (Clerk) Sheila Symons, Deputy Clerk (DC) Nora Phillips,
AUDIENCE PRESENT: Gary Burkholder, Ken Montgomery, Aaron Symons and Jeff Connett

1. Call to order

Mayor Drust called the meeting to order at 7:00pm.

2. Roll Call

Town Board Roll Call was taken

3. Pledge of Allegiance

The Pledge of Allegiance was recited

4. Consent Agenda

- [Approval of September 16, 2020 Special Meeting Minutes](#)
- [Approval of October 2, 2020 Regular Meeting Minutes](#)
- [Approval of October 7, 2020 Regular Meeting Minutes](#)
- [Approval of November 4, 2020 Regular Meeting Minutes](#)
- [Approval of November 18, 2020 Special Meeting Minutes](#)
- [Approval of December 1, 2020 Special Meeting Minutes](#)
- [Approval of December 2, 2020 Regular Meeting Minutes](#)
- [Approval of December 3, 2020 Special Meeting Minutes](#)
- [Approval of December 8, 2020 Special Meeting Minutes](#)
- [Approval of December 9, 2020 Special Meeting Minutes](#)
- [Approval of January 6, 2021 Regular Meeting Minutes](#)
- [Approval of August 4, 2021 Planning Commission Meeting Minutes](#)
- [Approval of August 4, 2021 Board of Adjustment Meeting Minutes](#)

October 2, 2020 minutes were a duplicate from December 2, 2020. There was no meeting on October 2, 2020. That has been deleted.

Trustee Lewis made a motion to approve the September 16, October 7, November 4, November 18, December 1, December 2, December 3, December 8, December 9, January 6, 2020 minutes and the August 4 meeting minutes. Trustee Geilert seconded the motion and the motion passed on unanimous voice vote.

5. Motion to convene to Executive Session (script in packet)

Trustee Lewis made a motion to move to executive session. Trustee McLaughlin seconded the motion and the motion passed on unanimous voice vote.

6. EXECUTIVE SESSION: Discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) except if the employee who is the subject of the session has requested an open meeting, or if the personnel matter involves more than one employee, all of the employees have requested an open meeting – Deputy Clerk resignation
 - Town of Yampa Deputy/Utility Clerk job description (hand out on desk)
 - PTO policy states “You will not be paid for accrued PTO upon termination of employment”
 - Colorado Wage Act has public entities exempt from the requirement of paying all unused PTO to any employee leaving the town’s employment
 - Previous Clerk Ray advised there was no policy paying unused PTO to any employee that has left the Town in the past
 - Looking into Utility Billing (outsourcing)
 - i. No options to present at this time
7. Conclude the Executive Session (script in packet)
8. Audience Participation – Non-agenda items
 - Five-minute time limit – presentation only- Board will render no decision
 - i. None
9. Audience Participation –
 - Gary Burkholder – discussion regarding the Climate Change Resolution that was signed on August 4 meeting. (View email with Climate Action Plan information)

Mr. Burkholder wanted to state his concern with the Town Board showing their support of the Climate Action Plan. It was advised that the Town Board did read through the Climate Change Resolution and Plan and unanimously agreed to follow through with the plan.
 - Jeff Connett – discussion on plans for the Royal Hotel site

Jeff Connett advised of plans he would like to do for the Royal Hotel site. He would like to rebuild it and get the town back as it was. This was just an informal proposal for the Town Board to hear the start of some proposals. Clerk Symons advised that she will have Planner Page-Allen to be in touch with him. Also advised to Jeff Connett that any meetings regarding this property will be notified to him.
10. Old Business
 - Consideration for review and approval to sign an Agreement regarding development of land between the Town of Yampa and Brad A. Wheeler related to property located at 161 and 167 E. First St. (in packet)

Clerk Symons advised this is just a formality at this point. A motion is needed. Trustee Lewis made a motion to approve this agreement between the Town of Yampa and Brad A. Wheeler. Trustee Geilert seconded the motion and the motion passed with a unanimous voice vote.
 - Royal Hotel – (Staff Report from Mary Alice Page-Allen in packet)
 - i. Consideration of approving Resolution 2021-07, A Resolution approving and authorizing the Town of Yampa Board of Trustees to acquire property owned by Routt County for various purposes without limitation and authorizing the execution of any necessary documents by the Mayor or Mayor Pro-Tem in connection with such acquisition (in packet)
 1. Historic Yampa – Proposed Section Architectural Design Ordinance (in packet)
 2. Quit Claim Deed from Routt County (in packet)
 - ii. Consideration to approve the expenditure of approximately \$1,000 to obtain title insurance for the property located at 201 Moffat Avenue from the Economic Development line item in the approved 2021 Budget

Letter in Board packet was read during the meeting. Resolution needs to have a motion to accept the Quit Claim Deed to accept the property. Trustee Lewis made a motion to approve Resolution 2021-07. Trustee Geilert seconded the motion and the motion passed on unanimous voice vote. Trustee Lewis made a motion to approve the expenditure of up to \$1000 for the title insurance. Trustee McLaughlin seconded the motion and the motion passed on unanimous voice vote.

- **Decision on water/sewer benefit for Town Employees – Added to Agenda – 8/31/21**
Discussion on Employee Water/Sewer benefit for Town Employees to be made. Trustee Lewis made a motion to make the water/sewer benefit null and void as of September 1, 2021. Trustee McLaughlin seconded the motion. The motion passed on unanimous voice vote.
- **Personnel update – Decision on Nora Phillips resignation**
 - i. **Resignation letter and job description on desk**
 - ii. **Keeping our residents and employees happy and to keep the Town competitive in this employment market to show altruistic value of our service-oriented industry.**Trustee Geilert advised that in the executive session that DC Phillips will be looking into how to do remote training and the last day for her in the office will be the 31st of October. The goal is to have the new Deputy Clerk to be trained by January 1, 2022. DC Phillips resignation was accepted by the Town Board for her last day to be in the office of October 31, 2021. She will work virtually as needed to train the new Deputy Clerk through the end of the year. Job posting will be posted around town, the website, Facebook page and newspaper. The goal is to have someone hired and started by the end of October. Trustee Lewis made a motion to accept DC Phillips resignation for her last day with the Town to be end of December working virtually when needed. Trustee Geilert seconded the motion. The motion passed on unanimous voice vote.
- **Town of Yampa Credit/Debit Card update and finalization (in packet)**
 - i. Purchasing policy for review was included in the Board Packet. This would allow for some simple purchases to be taken care of prior to every Board Meeting. There is a threshold in the purchasing policy as to spending and accountability. Each employee will be aware of their accountability and that it is in their name. It was asked if the Tax ID number would be able to be included on the debit card. Clerk Symons will ask if that is a possibility. A purchasing policy for approval will be submitted to the Town Board at the next meeting for approval. Trustee Geilert made a motion to move forward with working on obtaining a purchasing policy to obtain debit cards for all employees. Trustee Lewis seconded the motion and the motion passed on unanimous voice vote.
- **Regional Solar Planning for Peak Power Shaving and Net Metering (Old Town Hall/EMS building) update**
 - i. **McKinstry Ribbon Cutting Ceremony November 19, 2021 Yampa Valley Regional Airport at 12p.**
 - ii. Clerk Symons advised of ribbon cutting ceremony. This is a regional project that the partners would like to make a special event. Advised that RSVP will be needed if any Board members would like to attend.

11. **New Business**

- **Consideration of renewal of Hotel and Restaurant Liquor License for Antlers Café and Bar, LLC, DBA Antlers Cafe and Bar (information at desk)**
 - i. Clerk Symons advised no violations for the Antlers Café and Bar. Trustee Lewis made a motion to approve the Liquor License. Trustee McLaughlin seconded the motion and the motion passed on unanimous voice vote.
- **Consideration for the Town of Yampa to become a South Routt Economic Development Council Member**
 - i. Trustee Geilert advised she would like to represent the Town of Yampa. Trustee Lewis made a motion to send \$50 for the Town to become a South Routt Economic Development Council member and to appoint Trustee Geilert as the member for the Town of Yampa. Trustee Geilert seconded the motion and the motion passed on unanimous voice vote.
- **Consideration of working with Routt County for clean-up suit at Cordova Trailer Park (information on desk)**
 - i. Clerk Symons advised that the Routt County Attorney asked if the Town can join in suit as both sides, (the county and the Town side). The Town can join in as a plaintiff which could cause the Town an extra amount of money due to attorney fees, or we can have a separate agreement with the County and the Town that would be a simple agreement requiring action only if the nothing is done. Clerk Symons will advise as more updates are happening. It was

agreed upon to keep moving forward as inexpensive as possible to assist the County in rectifying this situation on both the Town of Yampa side and the County side of the property.

12. Public Works Department

- **PWRB Samuelson (attached)**
 - i. No questions on PWRB Samuelson's update from the Town Board. Lights on Moffat are being updated by Yampa Valley Electric Association. Updates to follow as known.
 - ii. Dump Truck and the International are to be sold per Town Board. Clerk Symons will work on this and to drop them off the liability insurance since they are not being used at all. Trustee Lewis made a motion to sell the International and Dump Truck. Trustee McLaughlin seconded the motion. The motion passed unanimously on voice vote. Trustee McLaughlin made a motion to drop the International and the Dump Truck off the Town insurance. Trustee Geilert seconded the motion and the motion passed on unanimous voice vote.
- **PWWW Mitchell (attached)**
 - i. SCADA system is still pending the new computer, as the chip shortage due to Covid is hindering the arrival of the new computer. The Town Board would like to know what status he is at with his certification/training.
 - ii. The Small Communities Grant is unable to be extended. This grant was going to be used for more of the wastewater updates, however it was not used in time due to the lack of matching funds from the Town of Yampa.

13. Clerk's review of possible code violations and required action (if any) and report of on-going business

- None

14. Reports of Committees

- **NWCDC**
 - i. Based upon the discussion with Northwest Colorado Development Council (NWCDC) and the Rural Economic Development Initiative (REDI) the amount for Yampa will need to be a voting member is a \$200 match to the committee. Trustee Geilert made a motion to pay the \$200 in 2022. Trustee McLaughlin seconded the motion. The motion passed on unanimous voice vote.
- Update on the summit that Mayor Drust and Trustee Geilert attended regarding the Routt County Master Plan process. It was advised that Yampa needs to be more historical, not just the Gateway to the Flattops. It also was advised to get some of the properties cleaned up to make Yampa more visually attractive.

15. Meeting Reports

- None

16. Schedule meetings and/or workshops

- September 15, 2021 Planning Commission Meeting with Mary Alice Page-Allen

17. Board Members and audience requests for agenda items for next meeting

- Liability Insurance review

18. Reading of Correspondence and required action if any

- Letter regarding extra water allowance through September was declined by the Town Board to extend this year.
- Steamboat Art Museum (SAM) will have artists in Yampa painting some of Yampa or the Flattops. The Town Board was very happy to have Yampa included although the Town does not have the funds to donate to the cause this year. This was agreed upon by the Town Board.

19. Review August financials, August meter reading report (not complete yet), and August invoices/vouchers

- August financials were in town board and audience packets for review. The August meter reading report was not available as the meters were just read on the day of the meeting. The August invoices with completed vouchers were circulated for review.

Town of Yampa
Regular meeting Minutes
September 1, 2021

20. Reading and Payment of Bills

- Clerk Symons read the bills. Trustee Lewis moved to pay the bills, Trustee Geilert seconded the motion and the motion passed unanimously on voice vote.

21. Adjournment

- Mayor Drust asked for further business, hearing none he called for adjournment. Trustee Lewis moved to adjourn, Trustee Geilert seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 9:57 pm.

AGENDA SUBJECT TO CHANGE 24-HOURS BEFORE SCHEDULED MEETING
AUDIENCE PACKET AVAILABLE FOR REVIEW ONLINE AND BEFORE THE MEETING



Jeffrey L. Drust, Mayor

Attest:



Sheila Symons, Town Clerk

December 1, 2021